

**MEMORANDUM**  
**Office of the County Administrator**

TO: Board of County Commissioners

FROM: Thomas J. Willi  
County Administrator

DATE: September 12, 2005

SUBJECT: County Divisions' Monthly Activity Report for August, 2005

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MONTHLY ACTIVITY REPORT – AUGUST, 2005

KEY WEST AIRPORT

Meetings:

- Monthly Airline Managers meeting. Did a critique of our actions as an airport before during and after Hurricane Dennis.
- Flew to Orlando to discuss funding issues with our contacts in the FAA Airports District Office.
- Two days of intense review of our Airport Certification Manual and all of our training and operations records by the FAA certification inspector. Also included was an ARFF drill and both a day and night inspection of all of the airside facilities and equipment.
- The monthly general airport meeting was held to discuss the many ongoing airport construction projects. At this meeting, URS introduced the new design team and vowed to get the Terminal project back on track. Commissioner McCoy also attended.
- Drop in visit by the FAA Southern Region Airport Safety Team. Reviewed our Runway Incursion Program and Ground Vehicle Training System and related records. Also discussed the incident involving the Marathon pilot that buzzed the Coast Guard vessel.

Accomplishments:

- After two days of intense scrutiny, during their annual certification inspection, the FAA found no discrepancies and sent a follow up letter commending us for the operation of the airport.
- We received an unrelated visit from the FAA Regional Safety Office to monitor our Runway Incursion Program. They were very impressed with our new interactive video Ground Vehicle Training System, so much so that they said they were going to recommend it to other airports. Sure enough, two days later we received a call from the Quad Cities Airport looking for details concerning our program.
- Just prior to the hurricane, we were able to assist two C130 Hurricane Hunter aircraft. One made a cautionary landing here at 1AM due to a mechanical

problem, and the other one came to the rescue later on that afternoon with repair parts. These aircraft are much larger and heavier than anything that usually lands here, but with the cooperation of the airlines, the FBO and airport security staff, we were able to accommodate them.

- Although we sustained more than \$50,000 in damage to our facility, the airport was only closed for a total of 22 hours during Hurricane Katrina.
- Temporary storm repairs have been completed and we are well on the way towards completion of permanent repair of all storm related damage.
- Through a series of meetings with URS we were able to put the terminal project back on track for both budget and schedule.
- We have been informed by the U.S. DOT that our grant application for air service for the Florida Keys Marathon Airport has been approved for the full amount (\$750,000).
- The hangar project is nearly complete. The last 4 hangars are approaching completion. All of the new paving is in place and the striping is well underway.
- The Sealcoating of both the Commercial and General Aviation Ramps is complete.
- Phase 3 of the Noise Insulation Program (NIP) is complete. All 38 homes have been completed. A warranty issue remains on only one home.
- The project to relocate the runway approach lights is complete.
- Work on the exterior renovation of the Adam Arnold Annex is near completion. Exterior painting and walkway surfacing are the remaining work items on this project.

Web site updates:

- Updated airline information with a new photo on this page.
- Updated FAQ page.

## MANAGEMENT SERVICES

- Present Personnel Policies & Procedure changes to BOCC and they were approved at the August meeting.
- Meeting with Chamber of Commerce and explained our budget for FY 2006
- Presented request to Board regarding 5% increase to salary in August 2005 and processed all Personnel Action Forms (PAF) for all non-union employees, and prepared Teamster increase pending approval from Board on September 1, 2005.
- Implemented purchasing freeze
- Still working with outside counsel to finalize Firefighters' contract; and trying to finalize Teamsters' contract. Outside counsel has several question regarding Firefighters contract that will need to be resolved prior to presenting to Board. Request to continue with step program for firefighters will be presented to board in September.
- Attend joint meeting with Marathon regarding the Marathon Library Expansion

- In process of forwarding sample contracts on purchasing card to legal for review and will meet with Clerk to see if it satisfies his requirements.
- Prepared response to Board regarding our RPF for a Health Savings/Health Reimbursement type plan.
- Secured from staff and prepared my listing of core responsibilities.
- Review Budget for possible cuts and reduced Workers' Comp billings by \$200,000 making approx. \$150,000 ad Valorem impact.

## COMMUNITY SERVICES

- Prepared agenda and e-mailed all backup documentation to Safety Accident Review Board (SARB) members for meeting on August 4, 2005.
- As Chairperson, chaired the SARB meeting and was also selected Secretary to the SARB.
- Assisted in the coordination of the ADA 15<sup>th</sup> Anniversary Celebration on August 26, 2005, in the Lower Keys, the Middle Keys and the Upper Keys
- Updated the website regarding the Key West to Marathon Bus Service
- Updated the website regarding the next Disabilities Council meeting
- Added to the Disabilities Council website about the ADA Anniversary Celebration on August 26, 2005

### Libraries

- The Libraries' Virtual Town Hall web page and calendars were not updated during August because of county proxy server and network problems. These issues are being addressed by the county Technical Services department as of August 31.
- Public Use of the Library Information Portal – (<http://ipac.keyslibraries.org/ipac20/ipac.jsp?profile=remote#focus>) increased 87% from August 2004. We continue to add more resources to our information portal, but may need to seek outside assistance to correct recent networking difficulties.
- Director of Libraries attended meeting with City of Marathon with goal of coordinating City/County New Marathon Branch Library.
- State Library-sponsored Summer Reading Program with Branch Libraries was concluded with over 600 children participating and in Key Largo, nearly 2,000 hours of participant reading hours were logged.
- The Key West Friends of the Library noted record-breaking sales of used books at their summer event.
- The Library Director met with Islamorada Public Works Director, Islamorada Library Branch Manager and others to discuss parking reconfiguration plans.

## Extension Services

### Marine

- Participated in the Clean Marina designation ceremony at SeaBird Marina on Long Key on August 22<sup>nd</sup>. The event was attended by Florida Sea Grant, Florida DEP, and members of the U.S. Coast Guard.
- Visited a total of 8 marinas and fishing related businesses from Key West to Islamorada during which the reef fish tagging program was discussed with interested parties and informational posters for the Volunteer Angler Tagging Project were distributed.
- Worked with Mote Marine Lab regarding the Black Grouper Cooperative Research Project.

### 4-H

- Attended 4 public school open houses to recruit adult volunteers and youth participants for community clubs in Key West, Marathon and the Upper Keys. Recruitment materials were sent to schools where agent did not attend.
- The 4-H Club at Founder's Park after school program began meeting this month. They will begin their project work in the area of Arts & Crafts this semester. Other community clubs in the Upper Keys will begin meeting after September 1<sup>st</sup>.
- Completed the recruitment materials and participant application for teens that will be part of the 4-H Seasons of Service (SOS) program, as well as coordination with the Monroe Youth Challenge Program (MYCP) and Red Cross.
- Agent is working on National 4-H Week promotional material including a Mayoral Proclamation and countywide media kit.

### Horticulture

- Held Master Gardener training continues for twelve Master Gardener interns.
- Held Master Gardener quarterly meetings: Topics discussed included MG training 2005, regional Plant Clinics, Florida Yards & Neighborhood landscape demonstrations, and advisors, and the Master Gardeners speakers' bureau.
- Three Plant Clinics were held: Problems discussed were: Pink Hibiscus Mealybug, Hibiscus Bud Drop, millipedes, Plant ID, Insect ID, plant problem ID, thrips, proper palm fertilization, soft scale insects, grass fertilization, vegetable and landscape selections, Geiger beetle, cardboard palm rotting.
- Florida Yards & Neighborhoods Yard Certification was awarded to a residence in habitat Landings.

### Administration

- Green Living & Energy Education website received over 2000 hits since the Expo March 12 & 13.

### Media

- This month, Extension Services provided much public informational exposure through national and local radio, local printed media, and local television.

## Transportation

- Monroe County Transit (MCT) implemented a new Monday, Wednesday, and Friday (excluding official County holidays), paratransit route from Key West to Miami with stops at Wal-Mart, Baptist Hospital, Bascom-Palmer Eye Institute, and Jackson Memorial Hospital.
- MCT also welcomed a new employee to round out their staff. Carnetra Hill joined our staff as Dispatcher/Reservationist, to complete our team.

## Special Needs Registry

- This month Monroe County Social Services and Department of Health traveled to Miami to tour the Special Needs Shelter facilities at FIU. This visit helped to determine the best placement for the clients and staff throughout their time at shelter.
- Clients of the Special Needs Registry and Medical Management clients were contacted immediately following Hurricane Katrina to ensure that any medical assistance needed post-storm was provided.
- Monroe County is currently in negotiations with Miami Dade County Emergency Management regarding our “Pet-Friendly”, out of county special needs Sheltering in the case of a Category 3, 4, or 5 storm.

## Welfare

- Over the past month, the Welfare staff has begun the process of inputting client data into a new computer program, Easy Trak XP. This will allow reports and other needed information to be quickly accessed.
- Numerous staff hours were dedicated to inputting and updating data information into our Welfare Client Master List in preparation for the utilization of a new computer program starting in FY 2005 – 2006.
- During the month of August, permission was granted from the Florida Department of Community Affairs to expand our eligibility criteria to serve more households with electric bills, via The LIHEAP Program (Low Income Home Energy Assistance Program) - was opened to serve more families meeting 150% of the Federal Poverty Level income standards. Letters were sent to former clients urging them to apply for available assistance while funds remain available.
- Our appointment calendar has been full each day in all three offices due to increases with electric needs and general county Welfare assistance cases. We expect this will continue as fuel costs continue to rise.
- Welfare Director Susan Hawxhurst, has been working with the Social Security Administration to bring the necessary forms into compliance with the new legal language required by Social Security and our contract to provide financial assistance to those clients waiting for Supplemental Society Security Disability, SSI.

- We continued to receive healthy reimbursement checks during the month of August due to our contract with the Social Security Administration and the efforts of our Social Worker staff.
- The Welfare Program has established new and more expedient methods of working with Dawn Thomas of the County Attorney's Office in obtaining reimbursement from some limited estate funds available to repay county expenditures for pauper cremations.
- In our Upper Keys Office Social Worker/Supervisor, Edith Zewadski-Bricker, coordinated with the Burton Memorial United Methodist Church to secure food assistance for our clients from their food pantry and community dinner program. She also distributed LIHEAP flyers and posters to the Florida Key's Electric Co-Op and the Monroe County Health Department staff.
- In the Key West Office our program was recognized by the Key West Citizen Newspaper for assisting an uninsured resident. The resident had cancer and the newspaper commended our employee's efforts in contacting [JMH], Jackson Memorial Hospital and providing assistance in getting this resident the urgent surgery he needed.
- Brochures and flyers regarding our services were distributed the Key's Energy Services to be mailed to customers with delinquent bills. Materials to provide outreach for the LIHEAP Program were also provided to the Department of Children and Family Services.

#### Bayshore Manor

- The Bi-annual State Licensure Survey of Bayshore Manor was completed on August 8, 2005. The Assisted Living Facility was found to be in full compliance with licensure requirements.
- Ileana Ros-Lehtinen visited Bayshore Manor on August 22, 2005. The Congresswoman Ros-Lehtinen has introduced H. B. 2900 in the House of Representatives on June 14, 2005 to enable Bayshore Manor to increase its number of beds to 20 and allow the residents to continue to receive their supplemental security income benefits. Bayshore Manor would be provided with an exemption and it will not be considered a public institution under the Social Security Act.
- Hurricane Katrina passed the Keys and all residents remained at Bayshore Manor without incident.

#### In-Home Services

- August 13<sup>th</sup> – Director Monitored Caregivers of the Keys, Inc. (subcontractor Home Health Agency) to ensure contractual (ADA –MW) compliance.
- August 15<sup>th</sup> – Meeting with Children & Families regarding CCDA (Community Care for Disabled Adults) regarding statewide waitlist, screening procedures and funding issues.

## Nutrition

- Last month, I failed to mention that the Monroe County Board of County Commissioners recognized the Nutrition Program for being a recipient of a National Association of Counties Award for the “Art for Older Adults Program”.
- All Nutrition Sites participated in a comprehensive survey funded through the Alliance for Aging. The outcome of the survey could result in the development of a beneficial exercise and activities program for elders and the possibility of funding such programs at the Nutrition Sites in Monroe County.
- With the recent threat from Hurricane Katrina, nutrition program and home-delivered clients were provided with well-being calls, and shelf-stable hurricane meals.

## GROWTH MANAGEMENT

- Completed damage assessment tasks for Hurricane Katrina.
- Issued 654 permits.
- Contacted and recertified 50 percent of the affordable housing units in the County.
- Worked with consultants following Stock Island Corridor Enhancement Plan Workshop to provide specific directions in preparation of action plan.
- Completed final tasks in preparation of draft community master plan for Stock Island; staff anticipates draft plan will be ready for Planning Commission consideration in October.
- Prepared action plan for consideration by the BOCC to address Governor and Cabinet’s concerns about habitat protection based on negotiations between DCA Secretary and Commissioner Nelson.
- Prepared preliminary draft Year 8 Work Program Assessment report for submittal to DCA; report will be finalized after BOCC action on revised comprehensive plan amendments on September 22, 2005.
- Vessel-Be-Gone Days carried out, after hurricane delay, in Boca Chica Bay.
- Pump-out boat Captain hired.
- Worked with NOAA on annual Coral Monitoring project – 11 days of diving in the assessment of coral health and disease.
- 575 new Code Enforcement cases for August.
- Inspector Borso received a letter of commendation which will be placed in her personnel file.
- Continued research/review and correction of errors found in Pentamation.

## FIRE RESCUE

### General:

- Came to an agreement with Monroe County Chief’s Association for a revision to member reimbursement criteria and placed on BOCC meeting agenda for August, where it was approved.

- Received two new 2005 Pierce Saber pumpers. They feature 1250 gpm pumps and 1000 gallon water tanks, and are slated for assignment to fire Station 13 (Big Pine Key) and Fire Station 17 (Conch Key), replacing two 1989 vehicles which will go into reserve status. Personnel training and tool mounting currently under way.
- Sixteen firefighters entered the 2005 offering of Firefighter II training. This 240-hour course will upgrade their certification level from Firefighter I, and will place them on an equivalent level of fire certification to career firefighters. The breakdown is as follows:
  - 5 from Big Coppitt VFD
  - 1 from Big Pine Key VFD
  - 1 from Layton VFD
  - 5 from Tavernier VFD
  - 2 from Key Largo VFD
  - 2 from Ocean Reef Public Safety (career)
- Passed a surprise audit/inspection with “no deficiencies” from State EMS Department.
- Received \$40,000.00 reimbursement from the State of Florida which is a reimbursement of 2/3 of the cost of training MCFR’s Type IV Urban Search and Rescue USAR team.
- The fire marshal’s office has been informed that our policy of strict enforcement of the provisions of NFPA 501-A that address added fire ratings of mobile home exteriors and openings, where separation between the structures is insufficient, is in conflict with HUD requirements that prohibit alteration of mobile homes built to current HUD specifications. Therefore, it appears we are powerless to correct the conflagration potential that has been allowed to develop over the past few decades in existing mobile home parks. Our only options are to require installation of adequate fire hydrants or wells in an attempt to correct water supply issues.

The provisions of NFPA 501-A will continue to be enforced in the permitting of any new mobile home parks.

#### Website upgrades:

- A number of minor updates are pending resolution of access problems. MCFR staff is working with Virtual Town Hall staff to remedy.

### PUBLIC SAFETY

- Federal Aviation Administration’s (FAA) annual certification of The Florida Keys Marathon Airport was concluded on 8/18/2005. The inspection revealed that the airport is being operated in compliance with Title 14 CFR Part 139, the Airport Certification Specifications, and the Limited Airport Operating Certificate.



- FAA Airport Certification Safety Inspector, Jim Price, commended the staff of The Florida Keys Marathon Airport for the procedures that are being used in the day-to-day operation of the airport, as the appearance of the airport indicated that they are effective.
- New taxiway lights and airfield guidance signs project substantially completed at The Florida Keys Marathon Airport.
- Cudjoe Key Lined Landfill project initiated for renewal of operating permit for Cells C and D and modification of berms at Cells A & B to allow for natural drainage of stormwater.
- In the lower Florida Keys, Hurricane Dennis debris removal and reduction completed and transfer to disposal site is on-going; in the middle and upper Florida Keys, debris removal completed with reduction and transfer to disposal sites on-going.
- Initiated emergency response and recovery activities for Hurricane Katrina.
- Used the County's Website and Channel 76 for dissemination of Public Service Announcements (PSAs) regarding Hurricane Dennis debris removal activities and Hurricane Katrina response and recovery information.
- Held preliminary discussions with representative of the Monroe County Sheriff's Office regarding reorganization of the Emergency Communications Department.
- Interviewed and selected Randi Guthrie as Telecommunications Director and Laura White as 9-1-1 Database Coordinator in the Emergency Communications Department.
- Assumed certain duties, as well as attend meetings and workshops associated with and/or related to the proposed new Housing & Community Development Division of the County.

## PUBLIC WORKS

- Completed Morris Lane paving project in Key Largo.
- Replaced generator transfer switch at Key West Courthouse.
- New chiller system installed at the Harvey Government Center.
- Replaced generator transfer switch at Big Coppitt Fire Dept.
- Fence Contractor completed hurricane damage repairs at Higgs Beach Tennis Courts.
- Working w/FEMA & Engineering on Higgs Beach Pier hurricane repair project.

## ENGINEERING

- Key West International Airport – Completed selection process for the Construction Manager-at-Risk and currently in contract negotiations with the most qualified candidate; a recommendation for award of contract is being submitted for approval at this BOCC meeting.

- Murray E. Nelson Key Largo Government and Cultural Center (Upper Keys Government Center) – Preliminary design is proceeding exceptionally well, meetings have been conducted with the Quay Committee and the project is proceeding on schedule. Selection of the Construction Manager-at-Risk for this project is scheduled for October.
- Public Works Complex – Draft programming is complete and is being reviewed by members of Public Works, the final program and a RFQ for Design/Build will be issued by the end of this month.
- Freeman Justice Center – The project has encountered a number of design-related difficulties and is currently in the hands of the County Attorney, however, construction is proceeding.
- Hurricane Katrina – Performed damage assessment on private buildings and County facilities; continuing to coordinate debris pick up.
- Big Pine Key X Roadway Improvements – Bids were received on August 11, 2005 with Community Asphalt being the low bidder, a recommendation to award the contract to Community Asphalt is on the agenda for this meeting.